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STATE PROCUREMENT OFFICE
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS

1. TO: Chief Procurement Officer

2. FROM: DBEDT/SID

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:

Trade show booth expenses to include:

Material handling services, furniture rentals, carpeting, floral services, etc. for Renewable Energy World Conference & Exhibition, February 23-25, 2010, Austin, Texas.

4. Name of Vendor: George Fern Company

Address: 751 Wyoming
Kansas City, MO 64101

5. Price:

\$4000.00

6.

Term of Contract: From: 2/01/2010 To: 2/26/2010

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

The Renewable Energy World Conference & Exhibition (REWE) uses George Fern Company as the Official Service Contractor for a number of its trade show services. Some of these services are mandatory and we are REQUIRED to use George Fern Company for services such as electrical, telephone or network services, rigging, security, and material handling services. Other services such as furniture rental, carpeting, and floral rental are open to a third party vendor; however, REWE states a number of requirements including proof of a \$1 million dollar liability insurance certificate. Since the vendors are in a remote location it would be difficult to verify certification, and it would not be practicable nor advantageous for the State to select non-appointed vendors to perform services for the Hawaii exhibit booth. Therefore, we are seeking an exemption to use the official appointed vendor for non-mandatory services (estimated at \$2500 of the total \$4000).

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

Each year, REWE selects vendors to handle various aspects of the trade show based on the location of the show and union jurisdictions governing the area. Many services which are necessary for trade show operations are preassigned to an official appointed vendor by REWE. For services where competition is possible, such as shipping, the State Energy Office uses the small purchase bidding process to ensure maximum open competition.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

Project Manager seeks approval from the Branch Chief if under \$2,500. If in excess of \$2,500, approval of Division Head and ASO is required.

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
Ken Kitamura	Administrative Services Officer	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Theodore Peck	SID Program Administrator	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Kathy Yim	Economic Dev. Specialist	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: DBEDT
	Contact Name: Kathy Yim
	Phone Number: 587-2684
	Fax Number: 586-2536

Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*



 Department Head

DEC - 3 2009

Date

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<p align="right">15. Date Notice Posted <u>12/11/09</u></p> <p>The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:</p> <p align="center"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 </p> <p>Chief Procurement Officer's comments:</p> <p>Department is reminded that procurements of \$2,500 or more are required to be posted on the Procurement Reporting System.</p>	

16. ☒ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED

 12/21/09
 Chief Procurement Officer Date